

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
5:30 p.m., Thursday, November 7, 2013**

Selectboard: Brad Holden and David Rogers

Town Staff: Brian Bigelow, Town Administrator, Nate Sullivan, Road Foreman

5:30 p.m. Meeting called to order. Executive Session.

Seth Friedman had advised he would not be available at 5:30. Motion by David Rogers, seconded by Brad Holden to enter Executive Session with Town Administrator and Road Foreman to discuss a personnel matter. Motion passed 2-0. Board exited Executive Session 5:47. The utilization of part time town highway help and attendant budget line was the topic of the session. After familiarization for new driver, only emergency coverage would be authorized.

Discussion ensued about town highway projects: Better Back Roads ride around on with VTrans personnel scheduled for November 12th, guardrail and other options on Cilley Hill Road.

5:54 p.m. Seth Friedman arrived.

Public: Jim Hering (MMCTV15), RaMona Sheppard, Town Financial Officer, Capt. Todd Fischer/UJFD and Capt. Mat Champlain/UJFD.

6:01 p.m. Public Comment – None. In the absence of public comment and UJFD personnel having not yet arrived, by consensus the Board decided to commence discussion with Town Finance Officer. Sheppard provided and reviewed Line of Credit Payment request in the amount of \$230,198.24 for the majority of sites related to FEMA designation DR-4120 (Memorial Day flooding). By consensus the Board resolved to make that payment; leaving a new LOC balance of \$73,808.05. That amount is primarily made up of the Federal portion of recently completed projects like Cilley Hill, Tupper, and Downs Road and Gert's Knob. Sheppard provided and reviewed Employer's Application for HRA.

Seth Friedman moved to approve the Town establishing an account at the Merchant's Bank for an HRA that will be funded at 100%. David Rogers seconded and the motion passed 3-0. Chair signed the application.

6:10 p.m. Underhill-Jericho Fire Department FY14-15 Budget Request

UJFD Captains Todd Fischer and Mat Champlain presented the UJFD FY 14-15 request. Overall a 3.6% budget increase to \$539,707 is proposed; resulting in a 2.4% increase to the towns of Underhill and Jericho. A Budget Explanation was distributed and is attached.

6:40 p.m. Continued Discussion with Town Finance Officer

Discussion regarding Capital Improvement Program schedule. Town Administrator to review statutes regarding number of hearings, warning requirements. A hearing will be scheduled for 6:00 on December 5, 2013.

Work session to have a first look at the FY14-15 budget tentatively scheduled for November 15, 2013 at 8:30 a.m.

Discussion regarding correspondence from Doug Robie (LE011). Robie is looking for the Town to fill drainage swale and install screening to conceal the structure (yurt) on the adjoining property. Preliminary consensus is to decline. Town Administrator directed to prepare and circulate a draft letter.

Discussion regarding correspondence from Marcy Gibson ((NR050). Gibson is requesting that boulders be placed at the end of New Road to prevent vehicles from proceeding past the terminus of the road. Boulders had been placed there prior to the New Road/Crane Brook legal issues commencing. The Board's consensus is to not make changes until the legal issues are finalized. Town Administrator contact Attorney O'Donnell and draft letter.

Board advised that James Woodard was willing to serve as Green Up Day Town Coordinator. Town Administrator to finalize appointment form.

6:55 p.m. Warrants and Minutes

Current period warrants signed by Board.

Review of 10/24/13 Minutes. Seth Friedman moved to approve the minutes of 9/26/2013. David Rogers seconded and the motion passed 3-0.

Review of 10/31/13 Minutes. Seth Friedman moved to approve the minutes of 9/26/2013. David Rogers seconded and the motion passed 3-0.


7:02 p.m. Announcements/Schedule

Announcement made of next regular Selectboard Meeting scheduled for November 21, 2013 in addition to the potential 8:30 a.m. November 15, 2013 FY14-15 Budget work session.

7:04 p.m. Adjournment.

On a motion by David Rogers, seconded by Seth Friedman the Selectboard adjourns this 11/07/13 meeting. The motion passes 3-0.

Brian Bigelow, Town Administrator
Read and Approved as submitted/amended



Brad Holden, Chair

12/5/2013

Date

Underhill-Jericho Fire Department, Inc. Draft FYI 14-15 Budget Explanations

FY14-15 Budget

- Volunteer Stipends and Salaries is increased \$500.00 to cover pay for the Volunteers during Emergency calls. .
- Career Salary & Benefits Increased \$200.00
- Legal & accounting level funded
- Insurance increase \$1000.00 cover continued increases
- Utilities Increased level funded
- Vehicle Maintenance Increased \$1000.00
- Equipment Maintenance decreased level funded.
- Fire Prevention/Education/Training level funded
- Building Maintenance decrease \$250.00
- Firefighter Safety Equipment Increased \$4000.00.
- Communications Level funded
- New Equipment increased \$4000.00
- Extrication/Haz-Mat level funded
- Firefighter Personal Safety level funded
- Miscellaneous is level funded
- Office Expense Level funded
- Capital Expenditures increased \$452.00
- Capital Funding is increased \$7192.00 to maintain our capital plan.
- The big Increases in equipment lines are due to cover future upcoming expenses, with equipment needing to be replaced due end of service life and updating due to NFPA.
- **Overall our budget increase is 4% and the amount funded by the towns increased 2.8%. We have worked hard to control the increase in our operating budget and feel that we must make an increase at this rate to keep up with the times.**

We hope that you find our request appropriate for the times we are in and entertain any and all questions at any time.

Our Draft Budget is submitted by:

Chief Todd M Fischer
1st Asst. Chief Mat Champlain
2nd Asst. Chief Tim Clark